



HUMAN RESOURCES OFFICE U.S. EMBASSY DHAKA

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER – 15 – 073

OPEN TO: All Interested Candidates/All Sources

POSITION: Administrative Assistant, FSN-7; FP-6
(Salary approx. Tk. 66,000 per month)

OPENING DATE: September 30, 2015

CLOSING DATE: October 14, 2015 (before 4:30 p.m.)

WORK HOURS: Full-time; 40 Hours/5 days per week

NOTE: ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

U.S. Embassy Dhaka is seeking applications for the position of **Administrative Assistant** in the Public Affairs Section (PAS) at the American Center.

BASIC FUNCTION: Responsible for performing a comprehensive range of secretarial duties and administrative/clerical functions connected with the programming activities of four Public Diplomacy Officers and the Cultural Affairs Office. Responsible for data input and all paper flow related work for a full range of professional, academic, citizen and youth exchange programs. Serves as primary backup user of contact database, coordinating guest lists and invitations. Serves as primary backup for Public Affairs Officer (PAO)



Secretary and for PAS time and attendance. Coordinates travel requests, vouchers, vehicle requests, expendable supplies, and facilities maintenance requests for PAS. Serves as the Public Affairs sub-cashier.

MAJOR DUTIES AND RESPONSIBILITIES:

- Assist four Public Diplomacy Officers (Cultural Affairs Officer, Assistant Cultural Affairs Officer, Public Diplomacy Officer, EFM Public Diplomacy Position) as well as LES in the Cultural Affairs Office with planning and logistics for programs, exchanges, exhibitions, concerts, seminars and other Cultural Affairs Office activities and events. Serve as program assistant for a range of cultural programs and educational exchanges. Send announcements for various exchange programs. Assist Cultural Specialists to collect information from applicants and prepare candidate applications and paperwork for a full range of exchange programs. Develop vehicle schedules and coordinate with motor pool to arrange transportation for speaker, exchanges, and cultural programs.
- Locate\collect, and assemble information for various reports, briefings, conferences etc. Prepare and collect background data or documents when required. Type in final form drafts, notes, notices, letters, reports etc. Assist in federal assistance award (grant) clerical duties including filing and file organization. Design, organize, and maintain up-to-date file systems; organize the flow of clerical work. Operate the Post contact database that contains detailed information about PAS contacts. Coordinate graphic design, printing, delivery and distribution of invitations and other promotional items for cultural events.
- Coordinate and assist in arrangements for representational functions; prepare invitations and coordinate RSVPs. Provide information to the Protocol Assistant for guest lists, make invitation cards, and prepare RSVP responses for Ambassador and DCM's representational programs. Prepares representational claim vouchers for the American Officers and Cultural Affairs Office LE staff. Coordinate travel requests, vouchers, vehicle requests, expendable supplies, and facilities maintenance requests. Serve as PAS sub-cashier.
- Receive visitors and submit visitor access requests to the Security Office; screen callers; give out routine information and answer basic inquiries on PAS programs; make appointments for Public Diplomacy Officers; receive and route incoming correspondence and communications;. In the absence of the PAO's secretary, serve as back-up PAO secretary and backup timekeeper.



QUALIFICATIONS REQUIRED:

- 1. Education:** A Bachelor's Degree in Arts, Commerce, or Science is required *(You must attach a copy of your bachelor's degree certificate along with your application form.)*
- 2. Language Proficiency:** Level IV (Fluent) speaking and writing in English and Bangla is required. English language proficiency will be tested.
- 3. Prior Work Experience:** A minimum of five years of experience in administrative support work is required. Previous experience must demonstrate the ability to achieve full proficiency in this position.
- 4. Knowledge:** Knowledge of administrative management procedures governing general administrative support functions is required; must have knowledge of clerical, office support, and reporting requirements.
- 5. Skills and Abilities:** Strong communication skills in oral and written English are required. The successful candidate must have excellent interpersonal skills and the ability to work effectively in a team environment. Proficiency in word processing and spreadsheet applications is required. Ability to draft standard correspondence of a general nature and to complete forms accurately is required. Ability to identify relevant and appropriate administrative and clerical requirements and execute work in accordance with established procedures and systems is required. Ability to organize and prioritize multiple tasks in a demanding environment, identify possible discrepancies in information, call appropriate attention to problems and follow-up on action items is required.

SELECTION PROCESS:

It is essential that candidates address the required qualifications above in the application. **Applicants who do not provide evidence that they meet the above qualification requirements may not be considered.** When equally qualified, US Citizen Eligible Family Members (USEFMs) and U.S. Veterans will be given preference.



ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFM's who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
6. The candidate must be able to obtain and hold a security clearance.

TO APPLY:

Interested candidates for this position must submit the following for consideration of the application:

1. Form DS-174, "Universal Application for Employment as a Locally Employed Staff or Family Member" (UAE). **This form must be completed in English.** You may fill in the answers on a computer and print it, or print a blank copy and fill it out by hand.

[Application Form](#)

2. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional US Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.



3. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

All Bangladeshi applicants must complete the application form and must attach the following documents; if you do not attach the below mentioned documents, your application will be considered incomplete and will not be processed further:

- I) A passport size photograph (taken within six months), and**
- II) A copy of Passport or Voter ID or Driver's License, and**
- III) A copy of educational or trade school certificate as required.**

Inaccuracies, omissions or false statements may be cause for disqualification or termination of employment. Information given on the application may be verified at any time.

ADDRESS YOUR APPLICATION TO:

Human Resources Office
Attention: HRO
Address: Embassy of the United States of America
Madani Avenue, Baridhara
Dhaka – 1212

SUBMIT APPLICATION TO:

All candidates must submit the **Universal Application for Employment form** DS-174 either by regular mail (postal service) **or**, deliver by Hand to the South barrier of the U.S. Embassy. **Please do not send applications via fax.**

Blank application forms are also available at the South barrier of the U.S. Embassy (near the Nepal & Vatican Embassy) and at our internet website at <http://dhaka.usembassy.gov/> (Go to “About Us” and click on “Job Opportunities”)



POINT OF CONTACT:

Human Resources Assistant

Telephone #5566 2000 (between 10am to 11am Sunday through Thursday)

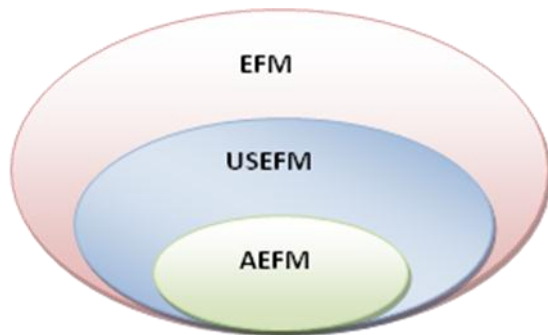
CLOSING DATE FOR THIS POSITION: October 14, 2015

The U.S. Mission in Dhaka provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.



Appendix A DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a U.S.- citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Member (EFM):** An individual related to a U.S. Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **U.S. Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. Citizen; and,
- EFM (see above) at least 18 years old; and,



Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:

1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form [OF-126](#), Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.



A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

4. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. **Ordinarily Resident (OR)** – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

Cleared by:

HRO: x

PAO: x

FMO: x